

CLASSROOM EMERGENCY PROCEDURES

FOR ANY EMERGENCY CALL 911



SECURE-IN-PLACE

(police related activity/active shooter)



WHEN NOTIFIED BY:

zotALERT
Emergency personnel
Zone Crew members

NOTIFY class of "Secure-In-Place" order

LOCK or barricade doors

TURN OFF lights and close blinds

SILENCE cell phones

MOVE away from doors and windows

USE furniture to provide added protection and barricades

FOLLOW INSTRUCTIONS given by emergency personnel

DO NOT leave until directed to do so

EVACUATION



EVACUATE WHEN:

There is a fire
Fire alarm activates
Notified by emergency personnel

NOTIFY class of evacuation and assembly area

KEEP calm

WALK quickly to the nearest exit

DO NOT use elevators

ASSIST persons with disabilities, access or functional needs

MOVE to your designated assembly area

KEEP streets and walkways clear for emergency personnel

FOLLOW INSTRUCTIONS given by emergency personnel

DO NOT return to the building until directed to do so

For information on Shelter-In-Place (Hazmat) and other types of emergencies,
see Emergency Procedures Flip Chart : http://police.uci.edu/em/UCI_EmerProc.pdf

For the location of your classroom's assembly area, visit: <https://www.ehs.uci.edu/em/zonemap.html>

**CONTACT THE EMERGENCY MANAGEMENT DIRECTOR AT 949-824-7147
WITH QUESTIONS OR TO SCHEDULE TRAINING**

EMERGENCY PREPAREDNESS | WHAT YOU NEED TO KNOW

TIPS FROM UC IRVINE EMERGENCY MANAGEMENT DIVISION (UPDATED APRIL 2018)

Call 9-1-1 immediately if you have an emergency or see something suspicious on campus.

GET IN THE KNOW

- Know the emergency exits and assembly areas for each of your classrooms
 - The closest building exit for this classroom is: _____
 - The assembly area for this classroom is: _____
 - Find campus assembly areas at: <http://www.ehs.uci.edu/em/zonemap.html>
- Sign up for UCI zotALERTS
 - Receive text messages about campus emergencies and safety-related information
 - <http://www.oit.uci.edu/zotalert>
- Add the UC Irvine Emergency Information number to your cell phone
 - Have access to recorded information during an emergency
 - 866-IRV-NEWS (866-478-6397)
- Get informed
 - Learn how to respond to different emergencies
 - http://police.uci.edu/em/UCI_EmerProc.pdf

EVACUATIONS: IS IT A DRILL OR IS IT REAL?

In either event, here's what you do:

- Take every evacuation order seriously
- Take your personal belongings, and immediately report to the designated assembly area for your classroom
- Remain in the assembly area until you receive further instructions

EARTHQUAKE

- **DROP, COVER, and HOLD ON**
 - Seek shelter (under a desk or table, if possible), cover your head, and hold on to something sturdy
- Stay away from windows, filing cabinets, and wall-mounted cabinetry
- Assess your surroundings, and evacuate only if necessary or when you are directed to do so

FIRE

- If you see smoke or flames inside the building, get out as quickly as possible
- If the fire alarm has not already been activated, do this yourself to alert others to the situation
- Call 9-1-1 as soon as it is safe to do so
- Report to the appropriate assembly area
- Do not re-enter the building until emergency responders have given the go-ahead to do so

VIOLENCE/ACTIVE SHOOTER

- Call 9-1-1, if safe to do so
- **RUN:** Escape the building, if safe to do so
- **HIDE:** If you cannot get out of the building, hide in an out-of-view space
 - Lock/barricade the door
 - Turn off lights
 - Stay quiet, and silence your cell phone
 - Stay in place until law enforcement gives the "all clear"
- **FIGHT:** If the aggressor enters the room, fight back

For more information, ask your instructor, and go to <http://www.police.uci.edu>. Click on "Emergency Management" to learn more about being prepared, both on campus and at home.